



FOREIGN AFFAIRS MANUAL

VOLUME 5 – Information Management

Transmittal Letter: IM-34

Date: August 12, 2002

SUBCHAPTER 210

Preparing Official Correspondence

MAJOR CHANGES

1. Subchapter 210 has been revised. Minor formatting and editorial changes were also made.
2. The legal authority and additional reference materials can be found at the following websites:
 - Code of Federal Regulations (CFR)—
<http://frwebgate.access.gov/egi-bin/get-cfr>,
 - United States Code (U.S.C.)—
<http://www4.law.cornell.edu/uscode>; and
 - Office of Personnel Management—
<http://www.opm.gov>
3. Revisions since the last update appear in italics. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
4. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to international broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.
5. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS (Paper Copies)

1. Remove and destroy the text of the old 5 FAM subchapter 210, (issued under TL:IM-25, dated 2-20-1998; 5 pages total) and replace it with the attached revised subchapter 210 (5 pages total).
2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:IM-34, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual and Handbooks* (unclassified) official version can be found on State Department's Intranet site at <http://10.4.64.84>.
2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, Room 1758, 202-736-7470, FAX 202-736-7472, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).
3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the 5 FAM Volume Coordinator, may be reached at 202-261-8250.

(IRM/APR/RG)